



## Division Director - WIC

### Job Description

Department: Health  
Position: Career Service  
Grade: 517  
Supervisory: Yes  
Reports to: Director – Health Department

### Summary

Under the general direction of the Director – Health Department, directs the USDA Special Supplemental Nutrition Program for Women, Infants, and Children in Utah County. Responsible for the fiscal control, personnel management, program planning, operation, evaluation, quality, and appropriateness of program services.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, direct and control all activities and personnel functions of the WIC Division.
2. Prepare, justify, analyze, adjust, and monitor the WIC budget; authorize purchase orders and expenditures for the division and monitor revenues and expenses.
3. Make staffing decisions within the division including recruitment, hiring, training, performance evaluation, scheduling of work load, and promotion and retention of personnel.
4. Compile, maintain, and review all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the division.
5. Coordinate with the state WIC Program, other state agencies, other WIC agencies, and County agencies in order to interpret and implement federal, state and County Policy as it relates to nutritional services within the County.
6. Ensure division services comply with federal, state and county requirements and acceptable professional standards of practice and licensure requirements; respond to federal, state and county audits and implement and track corrective action.
7. Evaluate the quality and appropriateness of resource allocation, operational procedures, productivity standards, the nutritional care component, and the Safety and Infection Control program; design and implement strategies to improve quality, productivity, and cost effectiveness.
8. Draft job descriptions and develop annual staffing plans consistent with licensing requirements, federal mandates, projection of caseload and funding, program goals, and identified community needs.

### For Office Use Only

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Job Title: Division Director – WIC  
FLSA: Exempt  
Effective Date: 4/11/2019  
Public Safety: No

Worker's Compensation: County  
Background Level: II  
Safety Sensitive: Yes  
DOT: No  
ML: Division Director

9. Evaluate agency needs for space and services; negotiate, submit for bid, and have contracts prepared for clinic lease agreements, interagency agreements, janitorial and other services, and capital expenditures.
10. Prepare state required annual nutritional program goals and objectives for the coming year using CDC surveillance data, satisfaction surveys, client nutritional risk data and economic and social trends of the county; evaluate outcomes of the previous year's goal.
11. Prepare grant proposals and negotiate contracts to obtain external funding to enhance nutritional services; monitor grant fiscal and performance compliance.
12. Supervise and coordinate division involvement within the department, with other county agencies, volunteer groups, outside agencies, professional training programs and work site training programs.
13. Promote WIC services in Utah County and provide public education and federally mandated outreach on division services via media, health fairs, seminars, and information flyers, and provide information to elected officials as requested or as necessary.
14. Represent WIC local agency directors and clients on advisory boards, committees, interagency councils, and national and local task forces and committees.
15. Respond to public health emergencies as required by the department or division administration.
16. Carry provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

#### **Knowledge, Skills, and Abilities**

- Knowledge of the principles, theories, and practice of community health, nutrition, dietetics, budgeting, and personnel management
- Knowledge of current federal, state, and local regulations related to program operations
- Skilled in supervisory techniques
- Skilled in strategic and operational nutritional care planning, program implementation, quality improvement, and program evaluation
- Skilled in clear, persuasive verbal and written communication
- Ability to maintain cooperative relationships with policy makers, administrators, funding agencies, health professionals, media, clients, and the public
- Ability to develop creative and innovative solutions to community health problems
- Ability to identify epidemiological, economic, and social trends that affect nutritional status of target populations

#### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

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**Work Environment**

This job operates in an office, clinic, or other environmentally controlled building. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. Works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

**Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Master's degree in Nutrition, Public Health Administration, Public Health Nutrition, Community Nutrition, or a closely related field.
2. Four (4) years of experience directing a nutritional program in an organization, of which a minimum of one (1) year is in a supervisory capacity.
3. Equivalent combinations of education and experience may also be considered.

**Additional Eligibility Qualifications**

1. Applicants must be registered with the ADA Commission on Dietetic Registration (RD) and be certified with the State of Utah Division of Occupational and Professional Licensing (CD) or obtain both within sixty (60) days of hire, if applicant is eligible for both.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.

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3. Selected applicants will be required to submit to a pre-employment drug screen and background check.
4. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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